



Farm to You

School Manual



Farm to You School Manual

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Introduction

Background

Poor eating habits and sedentary lifestyles among Oklahoma youth indicate the need to educate children on the importance of eating healthy and being physically active. About one third of youth in Oklahoma are overweight or at risk of being overweight (BRFSS, 2005). Being overweight as a child increases the risk of developing diabetes and cardiovascular disease later in life. Eating habits and lifestyle practices develop early in life, that's why it is so important to promote healthy eating habits and physical activity during childhood. As a result, nutrition education is a great opportunity to contribute to the future of our state's well-being.

Major health concerns of youth in Oklahoma include the following (Oklahoma State Department of Health, State of the State's Health Reports, 2006 & 2007).

- High prevalence of dental decay.
- Increasing rates of overweight and obesity.
- Limited physical activity.
- Consumption of excessive calories through added fats, sugars and large portions.
- Low consumption of fruits and vegetables.
- High rate of smoking among adolescents & teens.

Purpose

The Oklahoma *Farm to You* Nutrition Exhibit is designed to involve first through sixth grade students in learning the skills and choices for a healthy lifestyle. Children will learn about the link between agriculture, nutrition, good hygiene practices, physical activity and health. The messages utilize research-based USDA information to address major health concerns of the target audience in Oklahoma and incorporate the missions of the collaborating partners who include Oklahoma Cooperative Extension Service (OCES) 4-H, Family and Consumer Sciences and Agriculture Education programs, OSU Department of Nutritional Sciences, Oklahoma State Department of Health (OSDH) WIC Service, and Southwest Dairy.

The exhibit is designed to enhance current OCES & OSDH nutrition, health and agricultural programming. For maximum impact on health related knowledge and behaviors, schools and community organizations should utilize the exhibit in combination with a series of nutrition education lessons offered by OCES Healthy Oklahoma Impact Team, Community Nutrition Education Program, Ag in the Classroom, 4-H after-school and summer programs, or OSDH after-school and summer health camps. The purpose of the dual approach is to expand nutrition and health knowledge while building and practicing nutrition/health related skills. Collaboration between agencies and programs is highly encouraged.

Expected Outcomes

- Approximately 20,000 Oklahoma elementary school-age children will participate in the *Farm to You* Nutrition Exhibit each year.
- There will be a greater awareness among parents, school personnel and community members of the importance of teaching children to practice lifelong healthy behaviors.
- Students will demonstrate increased awareness of the link between agriculture, nutrition & other health behaviors and health.
- Students will learn about the digestive system by walking through the exhibit.
- Students' eating and health behaviors will improve. Students will have greater intent for increasing fat-free, low-fat or reduced-fat milk, fruit and vegetable consumption and physical activity.
- Elementary schools and community programs targeting elementary school age children will increase nutrition and health programming efforts in the classroom, after-school and summer programs utilizing services provided by the OCES Healthy Oklahoma Impact Team, Community Nutrition Education Program and 4-H as measured by an increased number of programs scheduled.

General Information

Description

The *Farm to You* is a 40-foot by 40-foot enclosed walk-through exhibit and has ten stations. For the Floor Plan see Appendix L. Small groups of approximately ten students begin the educational, interactive experience at Farmer Pete's Garden where they learn about fruits and vegetables. The second station is called Farmer Pete's Chicken Coop, here the students learn about raising chickens and the important role protein plays in our diets. The third station is Farmer Pete's Dairy Farm where they learn about raising dairy cows and the nutrients that dairy foods provide. The fourth station is Pete's Acres, where students learn about the different types of grains in our diets. The remaining six stations take students through the digestive system where they learn how the foods on the farm are important for our bodies. At each station, community or school volunteers use a written script to provide students with approximately a six minute combined message and activity related to the specific station. To better address the Oklahoma State Department of Education Priority Academic Students Skills (PASS), the mouth, bone and muscle stations have different scripts for Grades K - 3rd and 4th - 6th.

Classrooms will be divided into small groups of 10 students to progress through the exhibit, causing some students to be delayed in beginning while others will need to wait at the end for their classmates to complete the exhibit. While in transition prior to beginning the exhibit students will be lead in a physical activity using either the physical activity dice or nutrition toss ball by the volunteer accompanying them through the exhibit.

While students are progressing through the exhibit, the exhibit coordinator will be responsible for keeping time and blowing a whistle or other auditory device at six minute increments. At each whistle blow students will progress to the next station.

Details

- A group of 10 students can start through the exhibit every six minutes **accompanied by a teacher or other adult.**
- It takes each group approximately one hour to experience the *Farm to You* exhibit.
- A maximum of 450 students can participate in the exhibit on a school day. (See Appendix H)
- Indoor space required: An area of 40 feet by 40 feet and at least 10 feet high ceiling.
- No food or drinks are allowed inside the exhibit.
- *Farm to You* exhibit can go from school to school or be set up in a convenient location where several schools can participate.
- Volunteers for *Farm to You* exhibit: Parents, grandparents, high school students, 4-H Jr. Leaders, 4-H volunteers, community members, college students, PTA volunteers and Oklahoma Home and Community Education Volunteers are great for these important roles.
- 5 - 8 volunteers are needed to set up and take down the exhibit. No children should be present.
- 10 presenters are needed to engage the children in the activities provided at each of the 10 *Farm to You* stations (10 for all day or 20 for 2 shifts).
- The more enthusiastic the presenter, the more the children will enjoy and remember.

Policies and Procedures

Responsibilities of the *Farm to You* Exhibit Coordinator

- Coordinate the marketing for *Farm to You* Nutrition exhibit with FCS/4H educators and CNEP area coordinators.
- Schedule the exhibit with schools and assist the school coordinator in recruiting volunteers.
- Send the exhibit manual and scripts to the school coordinator at least 4 weeks before the *Farm to You* exhibit day.
- Work with county extension office to contact local media.
- Deliver the exhibit and props to the school the day before the scheduled exhibit date.
- The day before the exhibit, give food group glass cling stickers to the school coordinator so they can be placed on the serving line sneeze guard in the school cafeteria.
- Direct and assist the volunteers in the set up and take down of the exhibit.
- Provide a 20 minute orientation for the station presenters prior to the beginning of the exhibit.
- Answer any questions the school coordinator or the volunteers may have about the exhibit.
- Collect participation reports from school coordinator.

Setting up the *Farm to You* Exhibit

- The exhibit **MUST BE SET UP INDOORS**. On most days, the exhibit will be set up the day before the scheduled school date. The set up time will be arranged between the school coordinator and the exhibit coordinator prior to the *Farm to You* exhibit day. Usually it will take 1 hour to set up the exhibit.
- The Exhibit will not be taken down for lunch. If students eat in the same area where the exhibit is going to be set up arrangements to eat somewhere else should be made ahead of time. (picnic outdoors, sack lunches eaten in classroom).

- The Exhibit will be taken down immediately after the last group of students finishes the exhibit tour. Usually it will take 1 hour to take down the exhibit and load everything in the van.
- The *Farm to You* exhibit is 40ft x 40ft, there should be enough space to walk completely around the outside of the exhibit once it is in place. In addition, children will need space as they enter and leave the exhibit.

Damage to the Exhibit

The exhibit framework, fabric covers, graphic panels and props are designed to withstand the stress of daily handling, packaging and traveling; however these materials are **not** indestructible. The students and volunteers are expected to handle all exhibit components with care. Items should not be dropped, tossed or thrown during set up or take down of the exhibit. **Any damages occurred as a result of intentional mishandling or carelessness will be charged to the school.**

Cancellations

Unplanned circumstances may occasionally force the cancellation of the *Farm to You* exhibit. Some of the reasons to cancel are:

- Illness of the exhibit coordinator: In this case the school will be contacted as soon as the Oklahoma Cooperative Extension Service is aware of the situation. The school will be given scheduling priority for a second date.
- Inclement weather: If school is cancelled due to inclement weather or the inclement weather prevents the *Farm to You* exhibit van from traveling, the school will have an opportunity to schedule the exhibit at the next available time. If the exhibit is set up at a school and the school is dismissed because of inclement weather, is still the school's responsibility to have volunteers to help take down the exhibit.
- Cancellation by the school should be made within 5 working days of *Farm to You* exhibit's scheduled arrival.

Responsibilities of the *Farm to You* school Coordinator

- Have indoor space available for the *Farm to You* exhibit the night before the scheduled exhibit date. The floor should be swept and clean.
- Recruit 5 - 8 adult volunteers* to set-up the exhibit and 5 - 8 adult volunteers to take down the exhibit. (See volunteer recruitment letter, Appendix G).
- Recruit 10 adult volunteers for the stations of the exhibit. The more enthusiastic the presenter, the more the children will learn and remember. Enthusiastic volunteers are essential to creating the ideal *Farm to You* exhibit experience, start recruitment early to ensure that you have enough people for all the jobs. **Without volunteers *Farm to You* will not happen.**
- Distribute teacher and parent memos describing and explaining the activity. (See Appendix F)
- Complete the *Participation Report* and give it to the *Farm to You* exhibit coordinator at the end of the day. (See Appendix A)
- Complete the *Exhibit Evaluation Form* (See Appendix I) and send it by mail or fax to the Extension Nutrition Specialist.
- Distribute and complete Pre and Post tests.
- Follow the school coordinator checklist of things to do.

School Coordinator Checklist of Things to Do

3 weeks before the *Farm to You* exhibit

- Download and make copies of the exhibit manual and memos.
- Recruit 5 - 8 adult volunteers to set up the exhibit (See Appendix C)
- Recruit 5 8 adult volunteers to take down the exhibit (See Appendix D)
- Recruit 10 adult volunteers (20 for 2 shifts) to be station presenters.
- Notify the cafeteria manager of the exhibit visit and see if is possible to have a wide variety of low fat milk, whole grains, fruits and vegetables during the week of the *Farm to You* exhibit visit.
- Arrange indoor space for the exhibit to be set up.

1 week before the *Farm to You* exhibit

- Provide station script to volunteers who will present at each *Farm to You* station so they become familiar with the script. (See Appendix E)
- Complete classroom schedule and send it to teachers. (See Appendix B)
- Decide if you will provide any snacks or refreshments for the volunteers.

The day before the *Farm to You* exhibit

- Verify indoor space for the exhibit to set up.
- Arrange for parking where the exhibit van will unload.
- Remind teachers and cafeteria manager that tomorrow is the *Farm to You* exhibit day!
- Remind volunteers that tomorrow is the *Farm to You* exhibit day!
- Purchase any snacks or refreshments for volunteers (water is the best choice).

***Farm to You* exhibit day**

- Make a school announcement linking the *Farm to You* exhibit to eating healthfully. Remind the students to look for the food group cling stickers in the school cafeteria.
- Complete the *Participation Report* and give it to the exhibit coordinator at the end of the day. (See Appendix A)

Within one week after the *Farm to You* exhibit

- Complete the *Exhibit Evaluation Form* and send it by mail or fax to the Extension Specialist. (See Appendix I)

* Schools and other institutions hosting Farm to You must be in agreement with the spirit of OSU's Minors policy. Below is a link to the details of this policy:

<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Minors%20Participating%20in%20OSU-Related%20Activities%20and%20Programs.pdf>

Farm to You and Ag in the Classroom

The following Ag in the Classroom lessons have been identified as correlating to the *Farm to You* exhibit messages. The lessons, *activities, and brochures can be found on the Ag in the Classroom web site at: www.agclassroom.org/ok

Classroom lessons

Ag in My Community	Pre K - 6	An International Menu	3 - 6
Be a Food Explorer	3 - 6	Melon Meiosis	6 - 7
		A Mixed Bag	Pre K - 3
Beef is Good For You	3 - 6	New Year's Seeds	1 - 8
		Oklahoma Grown	4 - 6
*Bread in a Bag	1 - 4	*Oklahoma Stone Soup	
		Plant Parts We Eat	Pre K - K
Build a Burger	1 - 4	Pop Around the World	1 - 5
		Powerful Potato	3 - 6
A Day Without Ag	1 - 3	Rooftop Sandwich	K - 3
		*Say Cheese	K - 6
Eat Your Flowers	6 - 8	*Snack Sack	1 - 6
		The Story of Milk	Pre K - 2
Fit with Fiber	6 - 8	They Don't Just Eat Grass	6 - 8
Fresh From the Farm	1 - 3	*Tortillas in a Bag	4
Fruit or Vegetable?	6 - 8	Wheat: From Field to Oven	2 - 5
The Grain Game	1 - 2	Working Watermelon	4 - 6
Hot Off the Grill	4 - 6	Yam and Eggs	K - 5
How Far Did It Travel?	6 - 8		
How Germs Spread	6 - 8		
How to Pick the Best	K - 6		
The Humble Beginnings of the Hamburger	1 - 5		
In Strawberry Fields	6 - 8		

Brochures

At Your Fingertips	1 - 8
A Field of Beans	1 - 6
Oklahoma's Berry Best	1 - 5
Pumpkins, Squash and Other Cucurbits	1 - 4
These Roots Run Deep	1 - 5
To-May-To To-May-To, Po-Tay-To Po-Tay-To	1 - 6

Farm to You – Priority Academic Student Skills

The following Oklahoma Priority Academic Student Skills (PASS) have been identified as correlating to the *Farm to You* exhibit messages.

<p>Grade 1 Health - 1.1,4,5,9,10,11 2.4,10 3.1,6 4.4 7.3,5 Physical Education - 3.1,2,3,4,5 4.1 Math - Process 1.2 2.3 3.3 4.4 Content 2.2a Reading - 4.1 6.1ac 8.1bd Writing - 2.4,5 Oral Language - 1.1,6,7 3.1,2 Social Studies - 3.1 5.1 Science - Process 1.2 3.1,2,3 4.3 Life Science 2.1</p> <p>Grade 2 Health - 1.1,4,5,9,10,11 2.4,10 3.1,6 4.4 7.3,5 Physical Education - 3.1,3,5 4.1 Math - Process 1.2 2.3 3.3 4.4 Content 4.2b Reading - 3.1 5.1ac 7.1e Writing - 2.1,2c Oral Language - 1.1,2 3.1,2 Social Studies - 4.2 5.2 Science - Process 1.2 3.1,2,3 4.3</p> <p>Grade 3 Health - 1.1,4,5,9,10,11 2.4,10 3.1,6 4.4 7.3,5 Physical Education - 3.1,2,3,4 4.4 Math - Process 1.2 2.3 3.3 4.4 Reading - 4.1a 5.1b 6.2c Writing - 2.1,3ab Oral Language - 1.1 3.1,2 Social Studies - 4.3 Science - Process 1.2 Life Science 2.1,2,3</p>	<p>Grade 4 Health - 1.1,4,5,9,10,11 2.4,10 3.1,6 4.4 7.3,5 Physical Education - 3.2,3 4.1,2 Math - Process 1.2 2.3 3.3 4.4 Reading - 3.1b 5.2d Writing - 2.1d Oral Language - 1.1,2 3.1,2 Social Studies - 4.2 Science - Process - 1.2 3.1 5.1</p> <p>Grade 5 Health - 1.4,8,10,11,13 3.6,10 6.2 Physical Education - 3.1 4.1,4 Math - Process 1.2 2.3 3.3 4.4 Content 3.1b Reading - 3.1b 5.1f,2d Writing - 2.1 Oral Language - 1.1,2 3.1,2 Social Studies - 7.2 Science - Process 1.2 3.1 5.1</p> <p>Grade 6 Health - 1.4,8,10,11,13 3.6,10 6.2 Physical Education 3.3 4.2 Math - Process 1.3 4.1 Content 2.3 Reading - 3.1b 5.2a Writing - 2.7 Oral Language - 1.2 Science - Process 3.1 4.5 Life Science 4.1</p>
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Appendix A. Participation Report

Please complete and give to the *Farm to You* Exhibit Coordinator on the day the exhibit visit your school.

- School Name: _____
- School Address: _____
- Date of Exhibit Visit: _____
- School Coordinator's Name: _____
- School Coordinator's Phone Number: _____
- Number of Participating Teachers: _____
- Number of Volunteers: Educ: _____ Parent/grand: _____ 4-H: _____
- OHCE: _____ NEA: _____ Others: _____ TOTAL: _____
- Number of Participating Students: _____
 - Kindergarten _____
 - 1st Grade _____
 - 2nd Grade _____
 - 3rd Grade _____
 - 4th Grade _____
 - 5th Grade _____
 - 6th Grade _____
 - TOTAL _____
- Comments:

Appendix E. Station Presenters

Exhibit School Coordinator: _____ Phone: _____

Note: Make 2 copies of this from, one for morning and for afternoon shifts.
 Shift Time: Morning _____ Afternoon _____

Station	Volunteer Name	Phone number
Farmer Pete's Garden		
Farmer Pete's Chicken Coop		
Farmer Pete's Dairy Farm		
Pete's Acres		
Mouth		
Stomach		
Small Intestine		
Muscle		
Bones		
Skin		
Extra Assistant		

Appendix F. Teacher Memo

To: All Teachers

From: (Name School Coordinator)

RE: **Oklahoma *Farm to You* exhibit**

Date: (Day of the week, day, month and year of letter sent)

The *Farm to You*, a traveling exhibit, will visit our school on (date). The *Farm to You* exhibit is a unique educational program designed to involve kindergarten through six grade students in learning the skills and choices for a healthy lifestyle. The *Farm to You* exhibit is a collaboration of Oklahoma Cooperative Extension Service (OCES) 4-H, Family and Consumer Sciences and Agriculture Education programs, OSU Department of Nutritional Sciences, Oklahoma State Department of Health (OSDH) WIC Service, and Southwest Dairy.

It will take approximately one hour for a group of students to go through the exhibit. A schedule for the day is attached. Please check the times for your class. We ask that you and your students report to the (exhibit location) five minutes before your scheduled time.

Please help keep the exhibit clean and in good condition by observing the following:

- Students may touch the props when invited by the presenter. Please ask students not to hit, push, or touch the exhibit covers and fabrics.
- Students should not touch the artwork inside the exhibit unless asked to do so.
- **You must tour the exhibit with your students**

For more information on the exhibit or if you have any questions please do not hesitate to contact me.

Appendix G. Volunteer Recruitment Letter

To: Volunteers (parents, grandparents, high school students, 4-H students)

From: (Name School Coordinator)

RE: **Oklahoma *Farm to You* exhibit**

Date: (Day of the week, day, month and year of letter sent)

The *Farm to You*, a traveling 40ft by 40ft walk - through exhibit, will visit the (name school) on (date). The *Farm to You* exhibit is a unique educational program designed to involve kindergarten through six grade students in learning the skills and choices for a healthy lifestyle. The exhibit is a collaboration of Oklahoma Cooperative Extension Service (OCES), OSU Department of Nutritional Sciences, Oklahoma State Department of Health (OSDH) WIC Service, and Southwest Dairy.

Your expertise is needed; please consider one of the following ways you can get involved:

- **Set-up exhibit:** Set-up will be the day or night before exhibit day _____ (date) 6 - 8 adult volunteers are needed.
- **Take-down exhibit:** Take down exhibit will be on _____ (date) 6 - 8 adult volunteers are needed.
- **Station Presenters:** The exhibit has 10 different stations. Volunteer presenters are needed on each station for the morning shift and for the afternoon shift. Easy to understand scripts will be provided ahead of time. The only requirement is enthusiasm for working with children!!!

For more information on the exhibit or if you have any questions please do not hesitate to contact me. Please complete the form below and return it to me by: _____ (date)

YES!!!! I can help with *Farm to You* exhibit. I will:

Set-up _____ Take-down _____ Be morning presenter _____

Be afternoon presenter _____ Be an All-day presenter _____

Name: _____ Phone number: _____

Appendix H. Student Groups Schedule

The *Farm to You* exhibit works smoothly when everyone involved with the event is flexible and willing to make minor changes in daily schedule as needed. The volunteer station presenters should plan to arrive minimum 30 minutes prior to the scheduled start time. Students will spend approximately 6 minutes on each of the 10 exhibit stations. A five minute break for station presenters may be scheduled every 60 minutes. Most frequent breaks are disruptive to the flow of the exhibit. The exhibit works best if the volunteers eat at different times. Each volunteer presenter should go to lunch as the last students exit their station. To be more time efficient, allow only a 30 minute lunch break between the morning and afternoon shifts.

Sample Student Groups Schedule

400 students (10 students per group, 40 groups)

Enter Exhibit at:	Exit Exhibit at:	Enter Exhibit at:	Exit Exhibit at:
Group 1 8:30	Group 1 9:30	Group 21 10:40	Group 21 11:40
Group 2 8:36	Group 2 9:36	Group 22 10:46	Group 22 11:46
Group 3 8:42	Group 3 9:42	Group 23 10:52	Group 23 11:52
Group 4 8:48	Group 4 9:48	Group 24 10:58	Group 24 11:58
Group 5 8:54	Group 5 9:54	Group 25 11:04	Group 25 12:04
Group 6 9:00	Group 6 10:00	Group 26 11:10	Group 26 12:10
Group 7 9:06	Group 7 10:06	Group 27 11:16	Group 27 12:16
Group 8 9:12	Group 8 10:12	Group 28 11:22	Group 28 12:22
Group 9 9:18	Group 9 10:18	Group 29 11:28	Group 29 12:28
Group 10 9:24	Group 10 10:24	30 minute lunch break	
Group 11 9:30	Group 11 10:30	Group 30 12:58	Group 30 1:58
5 minute break		Group 31 1:04	Group 31 2:04
Group 12 9:41	Group 12 10:41	Group 32 1:10	Group 32 2:10
Group 13 9:47	Group 13 10:47	Group 33 1:16	Group 33 2:16
Group 14 9:53	Group 14 10:53	Group 34 1:22	Group 34 2:22
Group 15 9:59	Group 15 10:59	Group 35 1:28	Group 35 2:28
Group 16 10:05	Group 16 11:05	Group 36 1:34	Group 36 2:34
Group 17 10:11	Group 17 11:11	Group 37 1:40	Group 37 2:40
Group 18 10:17	Group 18 11:17	Group 38 1:46	Group 38 2:46
Group 19 10:23	Group 19 11:23	Group 39 1:52	Group 39 2:52
Group 20 10:29	Group 20 11:29	Group 40 1:58	Group 40 2:58
5 minute break			

Appendix I. Exhibit Evaluation Form

School Name _____ School Exhibit Coordinator _____
Exhibit Visit Date _____ Contact Information _____

1. Number of teachers whose students participated in the exhibit: _____
2. Did all teachers receive a copy of the exhibit manual?
Yes _____ No _____ Not sure _____
3. Have any 4th grade teachers used lessons from OCES FCS educators or CNEP NEAs for teaching nutrition education?
Yes _____ No _____ Not sure _____
4. Have any 4th grade teachers used Ag in the classroom lessons to incorporate nutrition messages into core curriculum?
Yes _____ No _____ Not sure _____
5. Is the exhibit educational and appealing to students? Why or why not?
Yes _____ No _____ Not sure _____
6. Did the exhibit align with core curriculum standards? Why or why not?
Yes _____ No _____ Not sure _____
7. Was the Exhibit Coordinator friendly, helpful and informative? Comments.
Yes _____ No _____ Not sure _____
8. What was your favorite part about the Farm to You Exhibit?

9. What was your least favorite part about the Farm to You Exhibit?

10. In what ways could the Farm to You program improve in order to better meet the needs of your students and school?

Please email, fax, or mail to:
Dr. Deana Hildebrand, PhD. Extension Specialist
315 HES Oklahoma State University
Stillwater, OK 74078
deana.hildebrand@okstate.edu
Fax: 405-744-1461

Appendix L. Floor Plan